

**4-221. Certificate of service.**

[For use with Metropolitan Court Rules 3-203, 3-204, and 3-205 NMRA]

**CERTIFICATE OF SERVICE**

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
this \_\_\_\_\_ (insert paper served, such as "answer" or "notice") was [mailed  
by United States first class mail, postage prepaid, and addressed to]

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State \_\_\_\_\_  
and zip code: \_\_\_\_\_  
Telephone: \_\_\_\_\_

[faxed by \_\_\_\_\_ (name of person who faxed document) to  
\_\_\_\_\_ (name of recipient) at \_\_\_\_\_ (telephone number). The  
transmission was reported as complete. The time and date of the transmission was \_\_\_\_\_ [a.m.]  
[p.m.] on \_\_\_\_\_ (date).]

[e-mailed to \_\_\_\_\_ (name of party or attorney) at \_\_\_\_\_  
(electronic mail address of recipient) upon agreement of the party to accept electronic service. The  
transmission was reported as complete. The time and date of the transmission was \_\_\_\_\_ [a.m.]  
[p.m.] on \_\_\_\_\_ (date).]

[delivered to \_\_\_\_\_ (Specify how service by delivery was made. See Use  
Note for the methods service may be made using this alternative.)  
\_\_\_\_\_.]

\_\_\_\_\_  
Signature of person sending paper

\_\_\_\_\_  
Date of signature

**USE NOTE**

This form may be used in the metropolitan court to prepare a certificate or affidavit of service. Only the applicable parts should be used. *See* Rule 3-303 NMRA for service of papers after the complaint.

[As amended by Supreme Court Order 05-8300-05, effective March 21, 2005; by Supreme Court Order No. 09-8300-036, effective November 16, 2009.]